



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

May 21, 2008

Tim Waddell, Vice President Operations  
Cirtech, Inc.  
250 E Emerson Avenue  
Orange, CA 92865

Dear Mr. Waddell:

**RE: FINAL MONITORING VISIT REPORT** for Cirtech, Inc. – ET07-0380

<b>Date of the Visit:</b>	1/30/08 & 4/24/08
<b>Beginning/Ending Time:</b>	10:00am – 11:00am & 1:00pm – 2:30pm
<b>Date of Last Visit:</b>	7/5/07
<b>Visit Location:</b>	Orange, CA
<b>Persons in attendance:</b>	Tim Waddell, V.P. Operations Dennis Wojtkiewicz, Quality Manager Ryan Swier, ETP Contract Analyst
<b>Action Required:</b>	No

## **CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	4/30/07-4/29/08	<b>Agreement Amount:</b>	\$49,920
<b>Training Start Date:</b>	5/24/07	<b>No. to Retain:</b>	64
<b>Date Training must be Completed:</b>	1/29/08	<b>Range of Hours:</b>	8-60
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	30

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5353 Mission Center Road, Suite 110  
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## **FINAL REPORT SUMMARY**

Mr. Swier met with Bob Neisius on 1/30/2008 for a Final Monitoring Visit. At the visit Mr. Neisius submitted a modification request to extend the contract for another year. Shortly after the visit Mr. Neisius contacted Mr. Swier stating he wanted to close the contract and cancel his amendment request. Mr. Swier then scheduled a phone conference with Mr. Neisius to take place on 3/11/2008 to assist with closeout. On 3/11/2008 Mr. Swier called Mr. Neisius and left a message with no return call. Mr. Swier was later informed by Mr. Waddell that Mr. Neisius was no longer with the company. Mr. Swier then rescheduled the Final Monitoring visit with Mr. Waddell.

## **INTERVIEW WITH THE CONTRACTOR REPRESENTATIVE**

Ms. Waddell stated that all class/lab training was completed on 5/25/2007. He reported that the only ETP-funded training utilized under this agreement was a two day ISO class.

Mr. Waddell stated that they were unprepared for the ETP contract. Cirtech recently completed AS9100 training which was on the curriculum for this contract. However, no hours were recorded.

## **PROJECT STATUS PROVIDED BY THE CONTRACTOR**

Trainees Started Training:	10
Trainees Enrolled:	61
Dropped Following Enrollment:	-0-
Completed Minimum Training Hours:	5
Completed Training:	5
Completed Retention:	5

As of the date of the Monitoring Visit, the Contractor's statistics showed that 5 trainees had completed at least 8 hours of training to qualify for reimbursement. Mr. Swier explained to Mr. Waddell and Mr. Wojtkiewicz that the per trainee reimbursement for class/lab training is based on the total number of training hours completed by each trainee, provided the minimum 8 hours of training and no more than the maximum 60 hours of training are completed, and all other Agreement terms and conditions are met.

The aforementioned 5 retrainees were provided a total of 110 hours of training. Therefore, Cirtech can potentially earn \$2,860.00 in reimbursement (6 percent of encumbered funds), if all Agreement terms and conditions are met. As of the date of the Monitoring Visit, Cirtech had requested both progress payments and the final payment.

## **ATTENDANCE ROSTERS**

During the Monitoring Visit, Mr. Swier conducted a 100% review of the rosters for employees with over eight hours of training. The review of the records revealed that the five trainees each had completed from 22 hours of class/lab training. The review sample consisted of original daily class/lab attendance rosters for training provided from May 24, 2008 through May 25, 2008. Mr. Swier compared the information in the ETP on-line class/lab tracking system with the attendance rosters to ensure that the information was consistent.

The review of the completed rosters revealed that the information on the rosters was in accordance with Title 22, California Code of Regulations, Section 4442, Record Keeping and consistent with information in the ETP on-line tracking report.

## **AUDIT**

Cirtech will be notified in writing if this Agreement is selected for audit that may be conducted at your Orange location or by telephone, if selected for a desk audit ("review"). The notification will be sent in advance to allow ample preparation time and will include the documentation that will be examined by the auditor. The documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are records that may be requested by ETP Auditors during an ETP audit:

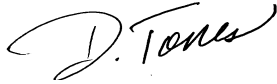
- Training attendance records such as training rosters or sign-in sheets
- Payroll records to verify a trainee's retention wage and hours worked per week
- Personnel records regarding trainee's occupation and dates of employment
- Documentation of employer paid health benefits
- Cash receipts to verify receipt and accounting of ETP funds

## **RECORDS RETENTION**

Records must be retained within Cirtech control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to Cirtech, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding the information contained in this letter, please contact Ryan Swier at (619) 686-1902, or e-mail him at [rswier@etp.ca.gov](mailto:rswier@etp.ca.gov) within ten (10) working days from the receipt of this letter.

Sincerely,



Diana Torres, Manager  
San Diego Regional Office



Ryan Swier, Contract Analyst  
San Diego Regional Office

cc: Kulbir Mayall, Manager, Fiscal Unit  
Amber Luiz, Assistant Director, ETP  
Master File  
Project File